NOTARY BASICS: REVIEW AND REFRESH

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AGENDA

Review: The Basics of Notarization

• Signatures
• Notarial Acts in Oregon
• The Components of a Certificate
• The Notarization Process

Refresh: Common mistakes

• Signatures
• Notarizing documents that should not be notarized
• Certificates
• Apostilles
REVIEW: THE BASICS OF NOTARIZATION
IMPORTANT BASICS ABOUT SIGNATURES

• Oath of office signature does not have to be your full legal name
• Oath of office signature must match the format on your ID
• Signatures on certificates must match your oath of office signature in format
• Signatures on certificates must match your oath of office signature in general appearance
NOTARIAL ACTS IN OREGON

- ACKNOWLEDGEMENTS
  - Individual
  - Representative
- WITNESSING SIGNATURES
- OATHS
- VERIFICATIONS ON OATH OR AFFIRMATION
- COPY CERTIFICATION
State of Oregon
County of Here

This record was acknowledged before me on today’s date by name of signer.

Notary Public
Notary Public – State of Oregon
My commission expires: 07/08/2026
Acknowledgement--Representative

State of Oregon
County of Here

This record was acknowledged before me on today’s date by name of signer as role of signer of signer’s organization.

Notary Public
Notary Public – State of Oregon
My commission expires: 07/08/2025
Witnessing a Signature

State of Oregon
County of Here

Signed before me on today’s date by name of signer.

Notary Public
Notary Public – State of Oregon
My commission expires: 07/08/2026
Verification on Oath or Affirmation

State of Oregon
County of Umatilla

Signed and sworn to (or affirmed) before me on today’s date by name of signer.

Notary Public
Notary Public – State of Oregon
My commission expires: 07/08/2026
Copy Certification

State of Oregon
County of Here

I certify that this is a true and correct copy of a record in the possession of name of signer.

Dated today’s date.

Notary Public

Notary Public – State of Oregon
My commission expires: 07/08/2026

OFFICIAL STAMP
NOTARY QUE PUBLIC
NOTARY PUBLIC-OREGON
COMMISSION NO. 1234567
MY COMMISSION EXPIRES JULY 8, 2026
COMPONENTS OF A CERTIFICATE

Six Components:

All there every time

Together

Same side of the page

Clearly associated
COMPONENTS OF A CERTIFICATE:

- LOCATION OF NOTARIZATION (STATE, COUNTY)
- LANGUAGE INDICATING THE ACT REQUIRED
- DATE OF NOTARIZATION
- NAME OF SIGNER
THE NOTARIZATION PROCESS

• REVIEW THE DOCUMENT
• VERIFY THE IDENTITY OF THE SIGNER
  • Doubts? Ask for backup
• VERIFY THE WILLINGNESS AND CAPACITY OF THE SIGNER
  • Doubts? Refuse the notarization
• COMPLETE NOTARY JOURNAL
• COMPLETE THE CERTIFICATE
REFRESH: COMMON MISTAKES IN NOTARIZATION
Common mistakes

- **Signatures:**
  - Incorrect format
  - Don’t match oath of office

- **Notarizing documents that should not be notarized:**
  - Public documents
  - Incorrect certificates

- **Certificates:**
  - Missing components
  - Failure to correct information
  - Failure to complete information

- **Apostilles:**
  - Signatures don’t match
Documents that should not be notarized

• Documents without a certificate
  • You may provide an appropriate certificate if the customer can tell you which act is required

• Documents that have a certificate that asks a notary to do something a notary is not legally allowed to do

• I-9 verifications
  • You may verify an employee’s identity as required by the form, but these documents do not require notarization

• Public documents
Public vs. Private: What’s the difference?

**Public Documents**
- Vital records
- County clerk or court records
- FBI fingerprint cards

- To get a certified copy: go to the appropriate entity/agency

**Private documents**
- Drivers’ licenses
- Passports
- Certificates of accomplishment or training
- Academic transcripts
- Personal papers

- To get a certified copy: take it to a notary
PROBLEMS WITH CERTIFICATES

• Possible problems:
  • Wrong certificate for act requested by customer
  • Asks notary for acts not legally allowed in Oregon
COMMON MISTAKES ON APOSTILLES

Customer errors:
• Submitting copy rather than original

Notary errors:
• Signatures that don’t match
• Stamp as protection device without full stamp on notarial certificate
• Incomplete certificates
QUESTIONS?

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